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24 November 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-370-5

SUBJECT: Recording Fitness Reports on IBM Cards

1. GENERAL

In cooperation with the Chief, Machine Records Division, Comptroller's Office, and the Chief, Assessment and Evaluation Staff, Office of Training (AES/TR), the following procedures are established to provide data on IBM Cards suitable for research and analysis on the Fitness Report (Forms 45 and 45a). Pursuant to agreement between the Assistant Director for Personnel and the Director of Training, the Chief, AES/TR, will use this data from time to time to prepare appropriate studies and analyses of the Fitness Report for the use of the Office of Personnel.

2. PROCEDURES

a. Upon receipt of a completed Fitness Report, by the Processing and Records Division, the Position Inventory Clerk concerned will:

(1) Post the appropriate data to the Service Record Card, SF 7, of the individual concerned.

(2) Note the "Period Covered by this Report", Item 13, Fitness Report, and insert the position series number in Item 1, Section II, of the Report. (This will be the position series number in effect at the end of the period covered by the report.)

(3) Insert the type of Report in the blank space above Section I, Fitness Report, using the following code:

I - Initial Report
A - Annual Report
R-Sup - Reassignment Report (Supervisor Reassigned)
R-Empl - Reassignment Report (Employee Reassigned)
SP - Special Report
SEP - Separation Report

(4) Insert the next due date of Initial or Annual Report in the blank space above Section I, Fitness Report, as follows:

Next due date (date)

JOB NO. ____ BOX NO. ____ FLD NO. ____ DOC. NO. 15 NO CHANGE
IN CLASS. / DECLASS. / CLASS. CHANGED TO: TS S C RET. JUST.
NEXT REVIEW DATE ____ REVIEWER ____ TYPE DOC.
AUTH: HR 70-2
REV. CLASS. U REV. DATE 10/8/80 REVIEWER 0041 ORG. CLASS.
REV. COORD. ____ CREATION DATE ____ ORG. COMPT. OPR.

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(5) Check the Signature of the Rater, Section III, Fitness Report, for clarity. If the name of the rater is not typed in this item, it will be printed in by the Position Inventory Clerk. (NOTE: Appropriate instructions regarding the typing of the rater's name in this item have been transmitted to the operating components by the Processing and Records Division. Subsequent printing of this form will require that the name be typed in and signed.)

(6) Forward the Fitness Report to PUD as required by OPM 20-370-4.

b. Upon receipt of the Fitness Report in PUD:

(1) It will be transmitted to the appropriate Placement Officer for review and subsequent action, if necessary.

(2) The Placement Officer will transmit the Report to the Qualifications Analysis Branch which will code the Fitness Report on a Fitness Report Code Sheet, Form No. 45C. The Fitness Report will be forwarded to PRD for inclusion in the Official Personnel Folder of the individual concerned.

(3) The Code Sheets will be forwarded to the Machine Records Division (MRD) through AES/TR in groups of approximately 100 covered by a transmittal (original and two copies) listing the names of the individuals on the code sheets. The transmittal will provide a place for acknowledgement of receipt by AES/TR and MRD.

(4) AES/TR will add the appropriate control codes to the code sheets, acknowledge receipt of the code sheets on the original copy of the cover memorandum, retain one copy, and forward the cover memorandum and code sheets to MRD.

(5) MRD will acknowledge receipt of the code sheets on the original copy of the cover memorandum, retain one copy, and return the original to PUD.

c. The Machine Records Division (MRD) will prepare two IBM Cards for the use of AES/TR. Card 1 will contain identification and control data, and Card 2 will contain the substantive Fitness Report data. A duplicate of the control data card will be retained in MRD pending development of a procedure for initiating Initial and Annual Fitness Reports by business machine methods.

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George L. Maloon
Deputy Assistant Director
for Personnel

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